

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Financial Officer</u>
Sch/Grade	<u>PAT-11</u>
Class Code	<u>BA16</u>
FLSA Status	<u>Exempt</u>
Bargain Unit	<u>Not Eligible</u>
Occupational Group	<u>Financial</u>

PRIMARY PURPOSE:

To develop, direct, implement and maintain all financial and business operations of the Public Works Department including the Divisions of General Services, Engineering, Traffic Engineering, Street Maintenance, Sanitary Services, Solid Waste Management, and Administration. Directs implementation of competitive advantage initiatives to maintain or improve competitiveness in all Divisions. Provides leadership and analysis on efficiency improvements and the financial impact of Departmental activities. Participates in departmental policy development and supervises support staff in Administration.

SUPERVISION:

Works independently under the general supervision of the Director of Public Works. Supervises support staff in Administration; has advisory supervision authority through Division management over all clerical, administrative, and financial staff throughout Public Works.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS

1. Develops, directs, implements and maintains all financial, accounting, cost and business reporting systems and reports for the Department. Modifies these systems to be applicable to the diversified operations of the Department including enterprise funds, internal service funds, general governmental funds, special revenue funds, and capital improvement funds.
2. Directs implementation of comprehensive organization competitive improvements within the Department. Utilizes best private business practices with best governmental practices to achieve high quality, cost competitive organizations that deliver efficient and effective municipal Public Works services. Monitors organization culture and implements improvements to maximize output of employees. Directs internal and external surveys to determine perception of the organization and service delivery. Reviews and assists in evaluating options and proposed offers from private firms during managed competition and outsourcing opportunities.
3. Provides direction on potential efficiency improvements and conducts financial analysis on current operations and proposed process improvements. Conducts studies on departmental operations and processes to determine performance and identify potential improvement measures. Works with Division management and staff to design and implement improvements. Reviews, evaluates and implements proper administrative procedures and internal controls.
4. Reviews, evaluates, and implements improvements to assure the maximum utilization of Departmental resources including personnel staffing in accordance with the Department's mission.
5. Serves as part of the Public Works Management Team and participates in the development, implementation, and oversight of departmental policies and operating procedures.
6. Develops and prepares comprehensive business plans for Departmental activities or organizations.
7. Prepares monthly, quarterly, and annual financial and business reports on the operating results of the Sanitary Services and Solid Waste Management enterprise funds as needed. Includes both historical and future projected operating results and financial position. Prepares similar reports as necessary on the other Divisions of the Department including project and financial status updates on capital improvement projects. Assists in the development and preparation of Public Works Annual Report. Distribute these and other requested reports as required for the Director of Public Works.
8. Establishes and maintains financial and operating performance measures on selected operations of the Department. Benchmarks the Public Works performance measures to other public and private entities and examines best practices of other organizations for possible implementation in Springfield Public Works.
9. Develops, directs, implements and monitors the operating and capital improvement budgets for all Divisions including future projections. Analyze and monitors trends in revenues and expenses. Coordinates annual development of the Public Works capital improvement program as included in the City-wide CIP program.
10. Approves or designates approval for all Public Works financial transactions including budget adjustments, requisitions, remittances, accounts payable, encumbrances, contracts, payroll and revenue/expenditure transfers. Provides training as necessary on proper financial processes and transactions.
11. Utilizes spreadsheet, database, word processing, desktop publishing, graphics, GIS and other software.

IMPORTANT FUNCTIONS:

1. Attends seminars, conferences, workshops and other training for professional development purposes.
2. Attends or designates staff to attend various meetings to represent Public Works as applicable.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge:

Principals, procedures, and methods regarding accounting, budgeting, fiscal management, competitive business transformations, process/organizational efficiency improvements, public and private best business practices, financial analysis including performance measures and benchmarking, tracking financial and completion status of capital improvement projects funded from multiple sources such as sales taxes, bonds, grants and third party reimbursements; financial information systems; and computer software applications.

Abilities:

Effectively prepare and analyze complex financial statements, reports and records, utilize sound, independent judgment; plan, implement and maintain accounting and business practices and processes; prepare and administer Departmental budgets; preparation of alternative financing options and development of business plans for Departmental operations; evaluate organizational effectiveness, innovative management techniques, and overall departmental strategy; effectively supervise and direct the work of others as applicable; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; effectively establish and maintain rapport and credibility with City management and Departmental staff at all levels; work independently without direct supervision; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training:

Graduation from an accredited college or university with a Bachelor's Degree in Accounting or in a related area with an emphasis in accounting plus at least six years of related professional work experience preferably in municipal accounting and finance and similar in size and complexity to the City of Springfield. At least three of the six years of related professional work experience is desired to be in a municipal Public Works Department with both operating and capital improvement project budgets including business enterprise funds. Experience with evaluating, analyzing, implementing and maintaining business strategies to attain high quality, competitive cost government organizations is desirable. A Master's Degree in Business Administration or Public Administration is desirable. Experience working with all levels of management and non-management including professional engineers is also desirable.

Physical Requirements:

Must be able to travel to and from Public Works facilities and visit work sites which could involve periodic walk-throughs of facilities including climbing ladders and stairs. Performs bending and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 30 pounds; holds and grips objects; possesses ability to operate a computer keyboard.

Working Environment:

Primarily indoors with heating and cooling regulated in a general office environment. May be exposed to extreme weather conditions when traveling to/from or working at different work sites or in the field observing or gathering information.

Licensing/Certification:

None required. A certified public accountant, certified management accountant, or certified governmental finance manager is desirable.

Miscellaneous Requirements:

None required.

Last Revision: February 10, 2012

GENERAL ORDINANCE NO. 4869

Comments: Updated Abilities

Date: January 1999

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____